



# AOPFN EMPLOYMENT OPPORTUNITY

## Field Work Liaison – Up to 4 positions

**Department: Consultation**

**Supervisor: Manager, Consultation**

**Casual/ Seasonal - May 1, 2026 – December 1- 2026**

**\$35.00/hr + Overtime + Mileage**

**Deadline to Apply: Friday, May 8<sup>th</sup>, 2026 at 4:00PM**

There is an increasing need for Algonquins of Pikwakanagan First Nation (AOPFN) participation in archaeological excavations occurring within Algonquin Traditional Territory. The Consultation Department is seeking Field Work Liaisons to serve as “boots on the ground” representatives at proponent work sites, as required.

The Field Work Liaison supports the AOPFN Archaeology Program in a casual capacity. Work assignments are coordinated by the Consultation Department on a day-by-day basis, depending on project needs and opportunities.

### **DUTIES AND RESPONSIBILITIES:**

#### **1. Service Delivery**

- Represent AOPFN at proponent archaeological work sites.
- Participate in controlled archaeological excavations, including digging, screening, and site investigation within established grid systems.
- Complete Archaeological Reports/Checklists for each project, documenting:
  - Proponent, project, and work site details
  - Purpose and scope of archaeological work
  - Description of surrounding environment (e.g., vegetation, traditional medicines)
  - Identification of potential threats (e.g., construction, erosion, poaching) and recommended mitigation measures
  - Identification and documentation of artifacts, including storage details
  - Any additional concerns related to the site or work practices

#### **2. Quality Management**

- Ensure accurate, thorough, and timely completion of all field documentation and reporting.

**For full Job Description please email [hr@pikwakanagan.ca](mailto:hr@pikwakanagan.ca)**

### **REQUIREMENTS:**

- Registered member of the Algonquins of Pikwakanagan First Nation or Kitigan Zibi Anishinabeg.
- Experience conducting studies related to cultural, environmental or archaeological resources
- Capable of performing strenuous physical tasks, including extended periods of hiking, manual excavation/digging and material screening.
- Valid driver's license and access to a reliable vehicle.

## How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

### Submit to:

Human Resources Department  
Algonquins of Pikwakanagan First Nation  
1657A Mishomis Inamo, Pikwakanagan, Ontario, KOJ 1X0

hr@pikwakanagan.ca

### Subject Line: Field Work Liaison

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

**Application Procedure:** Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.

**Screening Procedure:** Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:

- a) the qualified indigenous person who is an Algonquin; then to,
- b) the qualified indigenous person; then to,
- c) the qualified non-indigenous candidate.

**Interviews:** Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

## What Algonquins of Pikwakanagan First Nation Offers:

- Pension Plan
  - (Permanent EE only)
- Starting at 10 Paid Sick Days
- 4% Vacation
- Holiday Shutdown
- 14 Provincial and Federal Statutory Holidays
- Health Spending Account (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards
- Half days on Fridays prior to holiday Mondays
  - (Conditions Apply)

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.

AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.